

FINAL PLAT REVIEW & RECORDING

Handout #40 Revised 04/21/03



What is the purpose of the final plat process?

The final plat review process ensures that all conditions of approval of the preliminary plat have been satisfied. This review also ensures that private and public improvements have been completed or performance guarantees have been secured, maintenance guarantees (e.g., bonds) secured, and the appropriate legal recordings have been completed.

The State of Washington, under the Revised Code of Washington (RCW) 58.17.010, and Clark County, under Clark County Code (CCC), Sections 18.600.060 and 17.301.100, set forth standards under which the County reviews and approves final plat applications.

Do all the improvements have to be constructed before the Final Plat can be recorded?

No. The applicant has the option to either construct all the improvements before recording the final plat or provide a performance guarantee (e.g., bond). However, if there are any private improvements, they must be constructed prior to recording (i.e., private facilities cannot be bonded). Building permits will not be issued until all improvements have been constructed and provisionally accepted.

How long do I have after approval of the preliminary plat before the final plat has to be recorded?

Preliminary plat approval is valid for a period of 5 years, during which time a fully complete application for final plat approval must be submitted. A fully complete application meets all the legal requirements and conditions of approval.

Except for approved phased developments, plat extensions cannot be granted.

Those applications specifically approved for phased development may request an unlimited number of subsequent two-year extensions, subject to certain approval criteria (See CCC Section 18.600.105B).

How do I verify that the required landscape has been installed in accordance with my approved landscape plan?

You must submit a copy of the approved landscape plan(s) with a certification (standard form provided by the County) signed and stamped by a landscape architect licensed in the state of Washington certifying that the landscape and irrigation (if any) have been installed in accordance with the attached plan(s) and verifying that any plant substitutions are comparable to the approved plantings and suitable for the site.

What is the final plat approval process?

The final plat review and approval process includes a review of the submittal of 3 separate packages of information. The first submittal titled "Submittal Package #A," includes a completed application form, final plat fee, a copy of the preliminary plan review decision and approved preliminary plan, and copies of the "Bluelines" of the final plat proposal. Once a complete package A is submitted, County staff will route the "Bluelines" for review and comment.

Within two weeks the applicant will receive a copy of the "Final Plat Submittal List & Status Report." This report will list the submittal requirements needed to satisfy any preliminary plan conditions of approval and include the various documents needed for final plat recording. The list will be divided into three submittal packages (Packages A, B and C).

For each submittal package, all listed submittal items must be included or the package will be returned to the applicant.

Is there an opportunity to meet with staff to better understand the final plat review process and ask question?

Yes. You may contact the assigned Planning Tech (ext.4380) any time after "Package A" is submitted to arrange a meeting to better understand the review process and ask questions. Your questions may also be addressed over the phone or via e-mail (harriet.padmore@co.clark.wa.us).

How long does it take to get the final plat recorded?

Review and approval of the "Bluelines" under Package A is dependent upon the review and approval time of the associated Construction Plans, conducted by Development Engineering, and addressing through the Customer Service Division.

A first round review of the "Bluelines" for planning and survey issues will be completed in about two to three weeks. It will take approximately two to three weeks to complete a technical review for Packages B and/or C.

How will I know how close I am to getting the final plat approved?

Upon a change in status, the owner and contact person will receive an updated status report by e-mail from the Planning Tech. This report will identify what submittals have been reviewed and approved and what remains to be submitted for recording.

The Planning Technician will not inquire, for the applicant, about the status of the items not yet submitted (e.g., are the as-builts approved, has the Letter of Acceptance been approved, has the maintenance warrantee been approved, etc.?). It is the applicant's responsibility to coordinate with their development manager, engineer, Title Company, legal support, etc., to determine the status of items not submitted.

When may building permits be issued?

Building permits will be issued only after a letter of provisional acceptance for all improvements is issued and the final plat recorded.

DEVELOPMENT REVIEW FINAL PLAT APPLICATION SUBMITTAL REQUIREMENTS

The following checklist identifies information required to be included with the Final Plat Application. The Final Plat review process requires submittal of three separate packages. Upon submittal at the front counter, each package will be routed directly to the planning technician for a "Counter Complete" review. For each of the three packages (A, B & C), **all** respective numbered and boxed items must be submitted before the application package will be considered "Counter Complete." (Note: **Certain applications may be exempt from some of the following submittal requirements, as identified by County staff.**) All incomplete submittal packages will be returned to the applicant.

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A1. __COVER SHEET/LETTER OF TRANSMITTAL AND TABLE OF CONTENTS - This submittal package shall contain a cover sheet or Letter of Transmittal that contains the title "Final Plat Package A," project name and case number. A table of contents, tabs and/or dividers to provide assistance in locating the various requirements shall follow the cover sheet.

A2. __APPLICATION FORM - The application form shall be completed and signed in ink by the owner of record or authorized agent.

A3. __APPLICATION FEE - The following fees for Final Plat shall accompany the application. The check is to be made payable to "Clark County Community Development."

Plat Check Fee:

Short Plat -	\$ 518.00
Subdivision -	\$ 467.00

Digital Plat Submissions:

County Digital Plat Preparation – Base Fee	\$143.00
County Digital Plat Preparation – Per Lot	\$ 4.00

(Note: A final recording fee will be required upon submittal of Package C)

A4. __COPY OF PRELIMINARY PLAN DECISION - A copy of the final decision on the preliminary plat, including any State Environmental Policy Act (SEPA) mitigation requirements referenced in the decision, as well as any appeal decisions, post decision reviews, or court decisions regarding

the plat or the property, shall be submitted. A reduced copy of the approved preliminary plat shall also be submitted.

A5. __ BLUELINES - Bluelines shall be submitted as follows:

- ❑ 4 Blueline copies of the proposed final plat (for File Copy, Engineering, Survey and Addressing), plus one for each of the following reviews, as applicable:
 - ❑ Archeological
 - ❑ Forest Practices, Habitat and/or Wetland
- ❑ 1 reduced copy (@ a scale of 1" = 200'); and,
- ❑ 1 copy of the computations and all other associated documents.

Submittal of revised Bluelines shall include the following:

- ❑ 4 copies of the corrected Bluelines; and,
- ❑ All copies of the County redlined prints (i.e., Checkprints).

A6. __ Final Wetland Permit - If a Preliminary Wetland Permit has been approved or required as part of the preliminary approval, an APPROVED Final Wetland Permit is required for a counter complete Final Plat application. The applicant has the option to request that the wetland conservation covenant, if required, be recorded simultaneously with the approved plat.

This Application Package A was determined to be Counter Complete on:

____/____/____

Commun

cialist: _____

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B1. __ COVER SHEET/ LETTER OF TRANSMITTAL AND TABLE OF CONTENTS - This submittal package shall contain a cover sheet or Letter of Transmittal that contains the title "Final Plat Package B," project name and case number. A table of contents, tabs and/or dividers to provide assistance in locating the various requirements shall follow the cover sheet.

B2. __ Construction Plan Approval Letter –

Construction Plan Approval Letter from Development Engineering shall be submitted (see attachment B-5.1). For developments that do not required the submittal of construction plans, a Sight Distance Compliance Letter or a copy of the associated County approved approach permit shall be submitted. The compliance letter shall be stamped, signed, and dated by a Professional Civil Engineer registered in the State of Washington

(verifying compliance with CCC 12.05.250 of the Transportation Standards).

B3. FRONTAGE ROAD IMPROVEMENT AGREEMENT APPROVAL - Upon approval (if required), Public Works e-mails confirmation to County staff.

B4. FINAL PUBLIC & PRIVATE IMPROVEMENT ACCEPTANCE LETTER OR PERFORMANCE GUARANTEE - The County requires that all development improvements (e.g., roads and storm drainage systems) be completed prior to final plat approval, or (for public improvements only) that completion guarantees be secured (e.g., performance bonds, letter of credit, etc.). Upon approval (if required), Public Works e-mails confirmation to County staff.

Improvement Completion Option:

Grading and construction of new roads, stormwater systems, etc., may begin after engineering plans are approved and a pre-construction conference is held.

- Private improvements completed, inspected, and approved/accepted;
- Public improvements completed, inspected and approved/accepted;
- Verification of that required landscape has been installed in accordance with the approved landscape plan(s);
- "As-built" drawings submitted and approved;
- Signed reimbursable work-order for signs within County right-of-way or private roads that intersect with public roads;
- Maintenance warranty guarantee submitted and approved;
- All Preliminary Plan Review Conditions of Approval satisfied; and,
- Provisional Acceptance Letter issued (see attachment B-7.1).

Performance Guarantees Option:

If the applicant selects to record the final plat prior to the completion of public improvements, the following shall be submitted (Note: private improvements cannot be guaranteed) (see attachment B-7.2):

- Detailed breakdown of costs to construct public improvements; and,
- Acceptable security submitted and approved.

(Note: Building permits will not be issued until all improvements have been constructed and provisionally accepted).

SUBMITTAL PACKAGE #C

C1. COVER SHEET/ LETTER OF TRANSMITTAL AND TABLE OF CONTENTS - This submittal package shall contain a cover sheet or Letter of Transmittal that contains the title "Final Plat Package C," project

name and case number. A table of contents, tabs and/or dividers to provide assistance in locating the various requirements shall follow the cover sheet.

C2. SUPPORTING DOCUMENTATION - Additional fees and documentation may be required to include:

- ❑ Final Archaeology Letter from the Archaeologist on contract with the County (see attachment C-2.1);
- ❑ Receipt showing payment of concurrency modeling fees;
- ❑ Landscaping covenants; and,
- ❑ Other supporting documents required under the preliminary plat decision (as identified by staff).

C3. LEGAL DOCUMENTATION - A number of signed and notarized original certificates must be submitted with the application to include:

- ❑ Dedication of Plat with notarizations for signatures (supplied by the Title company) (see attachment C-3.1);
- ❑ Certification for Platting (supplied by a Title Company) (see attachment C-3.2) (**Note: Certificates for Platting expire 30 days from the date of issue**);
- ❑ Treasurer's Certificate noting the status of property taxes on each parcel included on the plat (obtained from the Clark County Treasurer's Office) (Note: Subdivisions require advance taxes be paid) (see attachment C-3.3);
- ❑ Surveyor's Certificate of legal description, certifying the accuracy of the described perimeter of the plat certified by the surveyor, and must be stamped with the surveyor's seal;
- ❑ Private Road Maintenance Agreement (if applicable) (C-3.4);
- ❑ Conditions, Covenants & Restrictions/Home Owner Association (CC & R's/HOA) (see attachments C-3.5 & C-3.6);
- ❑ Copy of recorded conservation covenant (see attachments C-3.7);
- ❑ Late-Comer's Agreement/fees paid for stormwater and roadway improvements (if applicable);
- ❑ Copy of recorded public and private offsite easements and right-of-way dedications for required improvements (see attachment C-3.8); and,
- ❑ Other legal documents required under the preliminary plat decision (as identified by staff).

C4. MYLAR - The mylar of the plat, four (4) blueline subdivision copies/one (1) short plat copy and the last "checkprint" may be submitted (with Health District signature or written recommendation) once all blueline corrections have been incorporated and the mylar is requested by staff.

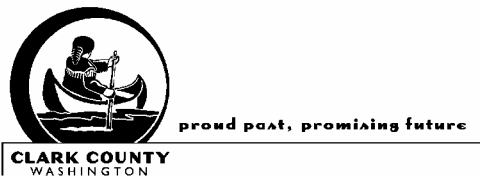
Note: In order for the **Southwest Washington Health District** (SWWHD) to sign (i.e., approve) the final plat, the applicable water purveyor and sewer district must provide a letter to the SWWHD verifying

adequate provision of services to the development. These letters must be submitted with the first mylar review request.

C5. Recording Fee - The following recording fees for filing the Final Plat with the County Auditor's office shall accompany the application. The check is to be made payable to "Clark County Community Development."

1-49 lots	\$85.00	
50 plus lots	\$65.00 + \$.50 per lot	\$ _____

Department of Community Development
1300 Franklin Street
P.O. Box 9810
Vancouver, WA 98666-9810
Phone: (360) 397-2375; Fax: (360) 397-2011
Web Page at: www.clark.wa.gov



DATE OF SUBMITTAL: _____

CERTIFICATION OF LANDSCAPE INSTALLATION

In order to ensure that the landscape has been installed in conformance with the approved landscape plan(s) CCC 12.05A.770 (9), CCC 17.301.100 (J), and CCC 18.402A.050 (H) require that the applicant to submit a copy of the approved landscape plan(s) with a certification signed and stamped by a landscape architect licensed in the state of Washington certifying that the landscape and irrigation (if any) have been installed in accordance with the attached approved plan(s) and verifying that any plant substitutions are comparable to the approved plantings and suitable for the site. Any substituted plants shall be no smaller than those shown on the approved plan(s) and shall have similar characteristics in terms of height, drought tolerance and suitability for screening. **Verification of landscape installation must be submitted prior to approval of a final plat or issuance of an occupancy permit.**

PROJECT NAME: _____	FLD/FSR CASE #: _____
DEVELOPER: _____	PHONE: _____
LANDSCAPE CONTRACTOR: _____	PHONE: _____
LANDSCAPE ARCHITECT: _____	PHONE: _____

I, the undersigned landscape architect licensed in the state of Washington, hereby certify that the landscape on the subject site has been installed in accordance with the attached approved plans with ____ [number of substitutions] plant substitutions. I further certify that all of the plant substitutions are listed below and that these substituted plants are comparable to the approved plantings, suitable for the site, are be no smaller than those shown on the approved plan(s) and have similar characteristics in terms of height, drought tolerance and suitability for screening.

Approved Plantings		Plan Substitution	
Name	Size	Name	Size
1.			
2.			
3.			

* Attach additional sheets as needed to list all plant substitutions.

Irrigation was was not [circle one] required by the approved landscape plan. If irrigation was required, I further certify that the irrigation system was installed pursuant to the landscape plan and has been tested and was properly functioning on _____ [date irrigation system was tested].

Signature

Date

Stamp

☐ Attach approved landscape plan(s)